

CALIFORNIA PRISON HEALTH CARE SERVICES (PLATA)



ASSOCIATE GOVERNMENTAL
PROGRAM ANALYST
JY35/5393 – Exam Code: 8RC05



PROMOTIONAL – STATEWIDE
Continuous Testing

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

EXAMINATION BASE PROMOTIONAL	DEPARTMENTAL PROMOTIONAL FOR: CALIFORNIA PRISON HEALTH CARE SERVICES (PLATA) ONLY (excluding California Department of Corrections and Rehabilitation employees)
WHO SHOULD APPLY	COMPETITION LIMITED TO STATE EMPLOYEES Applicants must have a permanent civil service appointment with the California Prison Health Care Services (Plata) OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.
HOW TO APPLY	Submit Examination Application (Std. Form 678) <div>By mail: or In person:</div> <div>California Prison Health Care Services (Plata) California Prison Health Care Services (Plata)</div> <div>Selection Services Section Selection Services Section</div> <div>ATTN: Penny Cascio ATTN: Penny Cascio</div> <div>P.O. Box 4038, Suite 350 501 J Street, Suite 350</div> <div>Sacramento, CA 95812-4038 Sacramento, CA 95814</div> <div>(916) 445-1044 (916) 445-1044</div> <p>If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.</p> <p>Note: Only applications with an original signature will be accepted.</p> <p>Blank applications are also available at the local offices of the Employment Development Department and at State Personnel Board's Web site (www.spb.ca.gov).</p> <p>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</p>
TESTING PERIOD	The initial written exam test date will be 08/29/08 and quarterly thereafter. The testing period for this examination is 12 months. Filing is considered continuous and once you have taken the examination, you may not reapply for 12 months. Test dates will be set quarterly or based upon the number of applications received. If a sufficient number of applications are received, additional tests will be administered.
REQUIRED IDENTIFICATION	Accepted applicants will be required to bring either photo identification or two forms of signed identification to the written test.
SALARY RANGE	As of: July 01, 2007 Range A \$4,400 - \$5348
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	Note: All applicants must meet the education and/or experience requirements for this examination at the time of filing.
MINIMUM QUALIFICATIONS	State experience applied toward the "General Experience" pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit. Education: The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) and Either I Experience: One year of experience performing the duties of a Staff Services Analyst (Range C). Or II Experience: Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis.

(Continued on reverse side)

MINIMUM QUALIFICATIONS (Continued)	<p>Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.</p> <p>(One year of graduate work in public or business administration, industrial relations, psychology, law, political science, or a related field may be substituted for six months of the required nonsupervisory experience.)</p>
POSITION DESCRIPTION AND LOCATION(S)	<p>As an Associate Governmental Program Analyst, under general direction, incumbents perform the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; system development; budgeting, planning, management, and personnel analysis; and continually provide consultative services to management or others. This is the full journey level analyst class. Incumbents are typically subject-matter generalists who have demonstrated personal qualifications to succeed in a variety of general staff services settings.</p> <p>Positions exist within the California Prison Health Care Services (Plata) statewide.</p>
ELIGIBLE LIST INFORMATION	<p>A departmental promotional eligible list will be established to fill vacancies for the California Prison Health Care Services (Plata). A candidate may be tested only once in a 12 month period. Names of successful competitors are merged onto an existing eligible list in order of final scores, regardless of test date. The names will remain on the eligible list for a period of 12 months.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained in the written examination.</p> <p style="text-align: center;"><u>WRITTEN TEST – WEIGHTED 100%</u></p> <p>Written Test Scope:</p> <ol style="list-style-type: none">Written communicationsArithmetic CalculationsAnalysis, interpreting and applying written material <p>A. Knowledge of:</p> <ol style="list-style-type: none">Principles, practices and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis.Government functions and organization.Methods and techniques of effective conference leadership. <p>B. Ability to:</p> <ol style="list-style-type: none">Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.Develop and evaluate alternatives.Analyze data and present ideas and information effectively both orally and in writing.Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.Gain and maintain the confidence and cooperation of those contacted during the course of work.Coordinate the work of others, act as a team or conference leader.Appear before legislative and other committees.
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make special arrangements.</p>
VETERANS POINTS/CAREER CREDITS	<p>Veteran's preference points and career credits are not granted in promotional examinations.</p>

GENERAL INFORMATION

It is the candidate's responsibility to contact the **California Prison Health Care Services (Plata), Selection Services Section at (916) 445-1086** three weeks after the Final Filing Date if he/she has not received a progress notice.

Applications are available at the California Prison Health Care Services (Plata) offices, local offices of the Employment Development Department and can also be downloaded from the State Personnel Board website at www.spb.ca.gov.

If a candidate's notice of written examination fails to reach him/her prior to the examination due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Prison Health Care Services (Plata) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Ordinarily, written exams are scheduled in Sacramento. However, location of the written exams may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CALIFORNIA PRISON HEALTH CARE SERVICES (PLATA) TESTING INFORMATION CALL (916) 445-1086
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov